

Odessa College Residence Life Assistance Animal Registration Form 2020-2023

Student Name		Student ID		Date
OC Email Address	Phone Number		Residence Hall	Room Number

Odessa College provides reasonable accommodations for assistance animals (also called emotional support, therapy or comfort animal) in our residence halls. An assistance animal is an animal that is necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling when there is an identifiable relationship between the Handler and the Assistance Animal.

Individuals who wish to have an Assistance animal in their on-campus residence hall room should complete this form a minimum of 10 business days prior to the start of the date in which the Assistance animal is due to arrive on campus and provide required documentation where indicated. This form should also be completed when there are any changes to information regarding a previously approved Assistance animal.

Failure to complete this form in the required time frame will result in the handler providing alternative temporary housing for the animal until proper paperwork is completed at their own expense. Any student found harboring (giving food, shelter or water) an unapproved animal will be fined \$500 per violation even if the approval is granted at a later date.

Any questions should be directed to the Residence Life office, 432-335-6300, housing@odessa.edu.

Important: The student listed above is seeking a disability-related service and special housing accommodation at Odessa College. In order to establish eligibility to have an assistance animal in the residence halls the student must provide current and comprehensive documentation of a disability that establishes the need for the request to be approved.

- An Assistance animal is an animal that is necessary to afford a person an accommodation for their mental, psychiatric, or emotional disorder.
- Only animals classified as Assistance animals and/or service animals, as defined by the Americans with Disabilities Act as Amended, the Fair Housing Act and Section 504 of the Rehabilitation Act of 1973, are allowed to live on-campus.
- Requests for animals on campus and exemptions from non-pet rules will be decided on a case-by-case basis.
- Animals are required to be immunized against diseases common to that type of animal. The college has the authority to direct that animals receive veterinary attention.
- The animal must be on a leash, unless the leash would inhibit the animal's ability to be of service.
- No animal will be permitted in the residence halls that:
 - is not approved by the Office of Student Life or Office of Residence Life
 - poses a direct threat to the health and safety of others
 - would cause substantial physical damage to property of the college & other residents
 - would pose an undue financial and administrative burden to the college
 - would fundamentally alter the nature of the College's housing operations.
- Acceptable documentation must be received and approved by the Office of Residence Life prior to the Assistance animal being accepted for Residence Life.
- Odessa College reserves the right to request additional clarification or documentation to facilitate the requested accommodation.
- Student must have an established relationship with the animal.

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Please acknowledge and initial steps 1 through 5 as you complete each requirement:

_____ **Step 1:** Please attach a letter explaining your need for the Assistance animal, the type of animal, a description of the animal, the animal's name, and whether the animal is housebroken. Please include a photo of the animal.

_____ **Step 2:** Please attach a signed letter, on professional letterhead, from your physical or mental healthcare provider or licensed therapist or other qualified professional that includes, at a minimum, the nature of your disability, the provider's opinion that the condition affects a major life activity, how the animal is necessary to provide the impaired student access to the college's housing setting, and the relationship between the disability and the assistance the animal provides.

_____ **Step 3:** Please attach verification of health records from a veterinarian outlining current health status of the animal for example: the animal is healthy and free from any signs of infectious or contagious diseases, parasites, etc., and attach all records of vaccinations including, but not limited to, rabies. **Each animal must have a record of rabies vaccination prior to being accepted.**

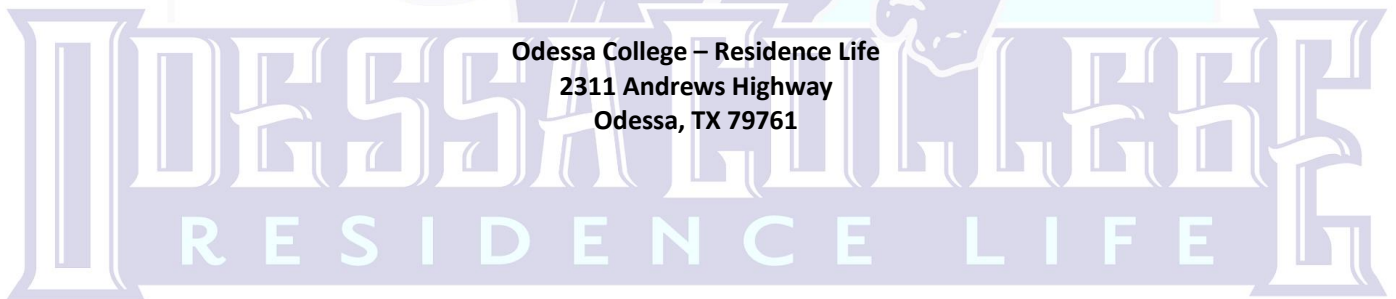
Type of Vaccination	Location (specify clinic)	Date of Vaccination

_____ **Step 4:** Ensure that you have met all requirements under the City of Odessa local ordinances to include registration of the animal, ID tags, vaccinations, etc.

_____ **Step 5:** Sign and acknowledge the Odessa College Residence Life Service/Assistance policy. A signed copy must remain on file. Odessa College reserves the right to amend this policy as circumstances require with notice posted for the residents.

NOTE: This request will NOT be approved until documentation has been received and reviewed by the Office of Residence Life. Acceptable documentation must be received and approved by the Office of Residence Life prior to the Assistance animal being accepted for Residence Life. Any student found harboring (giving food, shelter or water) an unapproved animal will be fined \$500 per violation even if the approval is granted at a later time. Once this form is completed, along with required documentation, please return to:

Odessa College – Residence Life
2311 Andrews Highway
Odessa, TX 79761



- ## Odessa College Approved Animal Policy

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- The Owner must Cage/Crate the animal when OC Staff needs to enter the room (for maintenance, health & safety checks, etc.) _____
- Housing and Student Life staff can ask for proof of approval documentation at any time. _____
- The animal cannot be left in a room that is not the owners and cannot be in the educational/academic areas of campus. _____
- The animal is only allowed in the Owner's room while temporarily away. When caged/crated the animal must be in the bedroom of the owner, not the common areas (living room, kitchen, bathroom.) _____
- The animal is not allowed in any of the public areas inside the building/complex. _____

Residence Life/Student Life Staff Signature: _____ **Date:** _____

Student Printed Name: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Student ID: _____

